



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Administrative Associate
Posting Number	PN# 107051
Department	Houston Airport System
Division	Finance
Section	Accounting
Reporting Location	16930 John F. Kennedy Blvd. *
Workdays & Hours	Varied, normally M-F*
	*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Performs professional administrative tasks related to the implementation of policies and procedures in the Finance Division. Compiles data for us in a variety of reports, surveys, inventories and studies. Composes, edits and types correspondence and reports. Maintains, prepares, revises and disseminates department rules, regulations, policies, procedures and other pertinent reference information. Assists in department budget preparation and monitoring. Assists in planning and implementing department sponsored activities and programs. Performs other duties and special projects as requested.

WORKING CONDITIONS

Performing these duties will involve: the ability to visually observe and differentiate details and colors; speak and write effectively; solve arithmetic and numerical problems; walk, stand and sit for extended periods; lift, pull or push physical objects up to twenty (20) pounds; operate city vehicles; attend to details amid distractions; analyze abstract information; adjust to interruptions and changes; work at a computer for extended time periods; and work as a member of the team. Must be willing and available to work all shifts including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's Degree in Business Administration, Liberal Arts, or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

No experience required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Ability to deal tactfully with other professionals, co- workers supervisors, management personnel and the public. Ability to communicate effectively both orally and in writing. Working knowledge of Excel, Word, Power Point, and Outlook.

SELECTION/SKILLS TEST REQUIRED

Work sample exercise, application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 13	
\$965.00 - \$ 1,105.00 Biweekly	\$25,090.00 - \$28,730.00 Annually

OPENING DATE

OCTOBER 12, 2005

CLOSING DATE

OCTOBER 25, 2005

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor or submitted online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281.233.1515." The Houston Airport System Human Resources TDD phone number is 281.233.1862.

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